

**ACCOUNTING SPECIALIST  
FINANCE DEPARTMENT**

**SALARY RANGE:** \$19.17 - \$25.69 per hour

**CLOSING DATE:** January 28, 2015

The City of Beaverton, recognized as one of the 100 Best Walking Cities in America, is seeking an Accounting Specialist to join our Finance team. This position will be responsible for business licenses, accounts payable, bank deposits and related financial transactions. Bi-lingual in Spanish is a plus and earns a 4% premium pay!

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Process specialized citywide accounting functions such as accounts payable, business licensing, utility billing or special assessments;
- Review and verify various accounting documents for compliance and accuracy to generate payments, invoices or licenses;
- Prepare daily deposit for all monies collected by departments;
- Prepare journal entries; reconcile ledgers and subsidiary records;
- Enforce the compliance of business-license ordinances through the billing and notification process;
- Provide excellent internal and external customer service;
- Support and respect diversity in the workplace.

**TO QUALIFY:** Requires an Associate's degree in accounting, business or a related field and three or more years of progressive accounting experience with at least one year in municipal or an equivalent combination of education and experience.

**HOW TO APPLY:** All interested individuals may apply by submitting a City of Beaverton application to the Human Resources Department, The Beaverton Building, 12725 SW Millikan Way, Beaverton, OR 97005. Applications may be completed on our website at [www.BeavertonOregon.gov](http://www.BeavertonOregon.gov).

**VETERANS PREFERENCE:** If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the work experience portion of your resume and explain how those skills and/or qualifications apply to this position. Provide copy of DD214 and award letters from the Department of VA for service-connected disabilities.